



# 2015 EDUCATION SCHEDULE

Corporations, government agencies, and property management firms trust BOMI International for the best designations and certificates, and BOMA for the best course delivery. Let us help you make a great commercial real estate education one of your key career tools today!



Commercial Real  
Estate's best  
education and  
designations

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RPA<sup>®</sup>, FMA<sup>®</sup>,  
SMA<sup>®</sup>, SMT<sup>®</sup>

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LEED GA Exam Prep

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FOUNDATIONS OF  
REAL ESTATE  
MANAGEMENT

"BOMA's High-Performance  
Training for High-Performance  
Real Estate Teams"

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A BOMI International  
Course Provider

**BOMA OF GREATER  
PHOENIX**

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## Foundations of Real Estate Management

February 27 – March 27 Five Fridays – 9:00 a.m. to 4:00 p.m.

2 hour exam on Friday, April 3, 9:00 a.m. to 11:00 a.m.

Instructors: Shelly Cramer, Cliff Jones, and subject matter experts from the BOMA Phoenix membership

BOMA members \$500 Non-members \$600

### **What is Foundations?**

- A soup-to-nuts, 5-module, 28-hour entry-level course, covering the fundamentals of commercial real estate administration, management, building systems, accounting and reporting, contract management and more.
- Classroom instruction from seasoned professionals, reinforced by behind-the-scenes tours of outstanding buildings.
- A complete package—instruction, peer networking, property tours and a comprehensive course manual that is easy to read and a valuable resource back on the job.

### **For all experience levels, Foundations...**

- Reinforces on-the-job training for junior and assistant property managers.
- Provides “feet on the ground” experience and exposure for administrative assistants and students considering a career in commercial real estate.
- Supports suppliers and building engineers who benefit from understanding the basics of real estate management.

### **Foundations—the right choice for your real estate firm...**

- Eases the training burden by supplementing on-the-job and corporate training programs.
- Prepares new and rising talent for more PM responsibilities and assignments.
- Teaches employees best practices from experienced, seasoned professionals.
- Delivers a curriculum that is regularly updated, ensuring the latest, most accurate information.
- Minimizes time out of the office with convenient scheduling over several days or weeks.

## BOMI Accelerated Courses

<p><b>The Design, Operation, and Maintenance of Building Systems, Part I (RPA &amp; FMA)</b>                  February 11 – February 14 Wednesday – Saturday                  8:00 a.m. to 5:00 p.m.                  Instructor: Cliff Jones, CDF, RPA, FMA, SMA</p>	<p>This class is a requirement for the RPA and FMA                  Members: \$1100 Non-members: \$1200                  This price includes the computer testing fee</p>
<p><b>The Design, Operation, and Maintenance of Building Systems, Part II (RPA &amp; FMA)</b>                  April 8 – April 11 Wednesday – Saturday                  8:00 a.m. to 5:00 p.m.                  Instructor: Cliff Jones, CDF, RPA, FMA, SMA</p>	<p>This class is a requirement for the RPA and FMA                  Members: \$1100 Non-members: \$1200                  This price includes the computer testing fee</p>
<p><b>Asset Management (RPA &amp; FMA)</b>                  May 13 – May 16 Wednesday – Saturday                  8:00 a.m. to 5:00 p.m.                  Instructor: Shelly Cramer,</p>	<p>This class is an elective for both the RPA and FMA designations.                  Members: \$1100 Non-members: \$1200                  This price includes the computer testing fee</p>

## BOMI Seminar

<p><b>Ethics is Good Business (RPA &amp; FMA)</b>                  November 12 – 8:00 a.m. to 4:00 p.m.                  Instructor: Shelly Cramer</p>	<p>This class is required for the RPA and FMA designations.                  Members: \$300 Non-members: \$350                  This price includes the computer testing fee</p>
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Detailed information on the classes above may be found at [www.bomi.org](http://www.bomi.org), as well as information on alternative course delivery such as web and self-study.

## BOMA Seminars

<p><b>Blueprint Reading for the Property Manager and Engineer</b>                  February 10 8:00 a.m. to 4:00 p.m.                  Instructor: Cliff Jones, CDF, RPA, FMA, SMA</p>	<p>At the end of the day students will have a basic understanding of the purpose and function of blueprints, be able to use a scale ruler, and understand the different types of prints and their different symbols. Students will also learn how to properly care for and store blueprints.                  \$300 per student</p>
<p><b>Tenant Improvement for Commercial Real Estate</b>                  April 7 8:00 a.m. to 4:00 p.m.                  Instructor: Cliff Jones, CDF, RPA, FMA, SMA</p>	<p>Students will have an understanding of how a tenant improvement project should be run, the roles and obligations of team members as well as an understanding of the construction process.                  \$300 per student</p>
<p><b>Other seminars and lunch &amp; learns to be determined</b></p>	

## On the Value of BOMA Education

*"BOMA education offers those new to the industry as well as the seasoned professional a sound foundation from which to grow their base of knowledge and enhance their credentials within the real estate community. "*

**Joanne Damman, RPA, LEED Green Associate**

General Manager

TRANSWESTERN

*"Achieving an RPA designation is very important in our role in the industry. Going through the classes gives you a greater understanding of what to look for in your building and how to maximize its income and minimize as much risk as you can for your owners. The RPA broadens the knowledge of what a property manager should be looking for and helps identify how to deal with action items that you do not learn when getting your real estate license. Having this accreditation behind your name also gives clients confidence that you are knowledgeable in your field and will be able to protect their entity to the fullest."*

**Patti Farina, RPA, LEED AP**

Director

Corporate Occupier & Investor Services

*"The completion of the BOMA RPA supports one's professional preparedness and demonstrates a personal commitment to one's career. It is certainly a factor as I consider the hire of prospective real estate professionals for our organization!"*

**Anna E. Riley, RPA, CSM, LEED Green Associate**

Regional Director of Management/Designated Broker

Ryan Companies US, Inc.